



Switched-On™
ONLINE

2009-2010 Curriculum Catalog

Business Computer Information Systems I-B
(BCIS I-B)

Welcome to AOP!

We are excited that you are including AOP as part of your program of instruction, and we look forward to serving you and your students.

AOP comes complete with a full, multimedia-enriched curriculum for grades 3—12 in five core subjects and electives.

This course catalog covers the following course:

- Business Computer Information Systems I-B

Thanks for choosing us!

Glynlyon Curriculum Development Team

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- Technical Support
- Product Configuration and Update Management

You can contact Alpha Omega Technical Services for any support need using the following contact information:

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Monday – Friday 7:00 am to 7:00 pm (CT)

Business Computer Information Systems I-B

Unit 1

Assignment Title
1. The Parts and the Pieces
2. Case Studies
3. Quiz 1: The Telecommunications Industry—An Overview
4. E-Mail
5. Beyond E-Mail
6. Evaluating Telecommunication Technologies
7. Project: Analyze It
8. Quiz 2: Using and Choosing Telecommunication Technology
9. Email Ethics And Work Habits
10. Netiquette
11. Quiz 3: Doing It Right
12. Special Project
13. Review
14. Test
15. Alternate Test

Unit 2

Assignment Title
1. What Is Desktop Publishing?
2. Case Study: The Uses of DTP
3. Quiz 1: Desktop Publishing —An Introduction
4. Planning
5. Design Considerations
6. More Design Considerations
7. Quiz 2: Desktop Publishing Procedures
8. Importing Text
9. Importing Graphics
10. Project: Creating an Instructional Manual
11. Quiz 3: Using Desktop Publishing
12. Special Project
13. Review
14. Test
15. Alternate Test

Unit 3

Assignment Title
1. What is Presentation Technology?
2. How Is Presentation Technology Used?
3. Quiz 1: An Introduction to Presentation Technology
4. Working with Text
5. Working with Graphics
6. Working with Special Effects
7. Quiz 2: Presentation Guidelines
8. Content
9. Layout
10. Putting It All Together
11. Quiz 3: Presentation Planning
12. Project: Creating a Presentation
13. Special Project
14. Review
15. Test
16. Alternate Test

Unit 4

Assignment Title
1. Why Use a Network?
2. How Do Networks Work?
3. Quiz 1: An Introduction to Networking
4. Network Architecture
5. Network Areas
6. Network Models
7. Hardware and Software
8. Quiz 2: Networking Basics
9. Needs Assessment
10. Designing Your Network
11. Quiz 3: Choosing a Network
12. Project: Networking Interview
13. Special Project
14. Review
15. Test
16. Alternate Test

Business Computer Information Systems I-B (cont.)

Unit 5

Assignment Title
1. What is an Operating System?
2. Utilities
3. Quiz 1: An Introduction to Operating Systems
4. Mac
5. Windows
6. Linux
7. Quiz 2: Types of Operating Systems
8. Getting Started – Exploring the Desktop
9. Using the Interface
10. Programs and Files
11. Quiz 3: Using the Operating System
12. Project: Customize Your Desktop
13. Special Project
14. Review
15. Test
16. Alternate Test

Unit 6

Assignment Title
1. Review
2. Exam
3. Alternate Exam